STANDARD OPERATING PROCEDURES

PERMANENT CHANGE OF STATION (PCS)

1. Personnel Support Detachment/Customer Service Desk will:
   a. Interview member
   b. submit Passenger Reservation Request (PRR), DD884 (Navy military only), copy of PCS orders, entry approval (if applicable), DD1056(Request for no-fee passport (if applicable) or no fee passport numbers with expiration date
   c. Forward complete package to NAVPTO
   d. Disburse travel documents issue by the NAVPTO when member check-out of PSD

2. NAVPTO Transportation Assistant/Clerk will:
   a. Receive package and/or PRR from PSD or ship and forward to Manager for completion date prior to processing
   b. Process all PRRs within 5 working days or as directed by Manager
   c. Review travel document submitted for accuracy
      1. verify travel entitlement and eligibility
      2. verify entry approval (if required) - would involve travel to another overseas area
      3. verify Estimated Active Obligated Service (EAOS) date (require for enlisted members only when going to another overseas area
      4. verify DD 844 is sign (do not apply if PRR is from a ship). Name, date of birth must appear on the PRR.
      5. verify passport numbers and visa (if applicable) or that it has been applied for
      6. verify family member names appear in Army, Air Force, Marine, and Civilian travel orders
      7. verify request for pet travel
      8. verify POV shipment destination
      9. verify ship location – check ship locator or message and annotate on file
      10. Request additional information required from PSD, ship, or customer's command via message, fax, email or phone

3. NAVPTO Transportation Assistant/Clerk will:
   a. Determine routings (AMC/Commercial air). Check MTMC routing guide.
   b. For AMC flights, book using GATES program
   c. For Commercial air, complete AMC script in Sabre prior to submitting to the CTO (if required). Otherwise submit PRR to CTO for reservations. CTO will place confirm reservations on NAVPTO queue _____.
   d. Review confirm reservations using QC procedures
   e. Establish TAW with CTO and file package or pass to CTO for ticketing on queue
   f. Email itinerary to PSD/Travel Coordinator/Traveler
   g. Type port call confirmation message to member's gaining command if travel to a ship or to another duty station.

h. Prepare travelope. Procedures are outline in OPNAVINST 4650.15
i. Issue ticket 10 days prior to travel (earlier if approve by Manager)
j. Attach copy of PCS orders, travel and ticket to packe for PSD/Travel coordinator/Travel pickup at the Customer Service Desk

VARI KENNEL DIMENSIONS & WEIGHTS

SMALL – 17"W x 21.25"L x 16"H, 9lbs
43cm x 54cm x 41cm., 4.09kg

MEDIUM – 21.5"W x 27"L x 20"H, 14lbs
55cm x 69cm x 51cm, 6.36kg

INTERMEDIATE – 22.5"W x 32"L x 23"H, 18lbs
57cm x 81cm x 59cm, 8.18kg

LARGE – 24.5"W x 36"L x 26"H, 27lbs
62cm x 92cm x 66cm, 12.27kg

X-LARGE – 27"W x 40"L x 30"H, 32lbs
69cm x 102cm x 66cm, 14.54kg

Maximum cage dimensions for AMC in cabin
20"L x 16"W x 8"H

Maximum cage dimensions to fly commercial from Naples
25"/65cm L x 35"/90cm W x 27"/70cm H

The dimensions & weights for kennels in centimeters & kilograms are approximate.

Commercial Cage the largest they will accept is ~~34x~~ 36x24x26

PET RESERVATION REQUEST

This information **with a copy of the most recent DD 2208 Rabies Vaccination Certificate** must be provided as proof of ownership when making travel arrangements to fly internationally or within CONUS on PCS orders only. A pet passport is required when shipping pet on commercial flights to CONUS.

1. Request that pet reservations be made for _____
(Passengers Name)
2. Possible Flight Dates(3) _____
(Month & Days Requested)
3. Passenger's Pet:

A. Type of Animal:_____

B. Name:_____ C. Male or Female(circle one)

D. Breed of Animal:_____ E. Age:_____

F. Cage Dimensions:
Length:_____in X Width:_____in X Height:_____IN
G. Weight of cage:_____ H. Weight of animal:_____

I. Total combined weight of animal and cage: _____lbs.

4. **Commercial flights only:** Two animals shipped in the same cage can only be a mother and kitten or mother and puppy less then 3 months, or two kittens or two puppies less than 6 months and weigh less than 20 lbs. Animals must be able to stand up, turn around and lay down in a natural position in the cage.
Note: Pet and cage combined weight in excess of 99lbs. can not booked by Sato on commercial flights; the member is responsible for making all arrangements to ship the pet as live cargo.

5. **AMC flights only**: The cost of shipping pets on AMC flights is $92.00 per pet plus cage up to 70lbs., 71-140 lbs cost $184.00 and 141-150lbs cost $276.00.
Two animals of the same species may be shipped in the same cage provided the combined weight of the cage plus pets does not exceed 70lbs. Pet in cabin cage shall not exceed 20" L x 16" x 8" H.

6. DOD 44500.9-R, a 20–day travel performance period should be provided in order to book pet and passenger on the same aircraft. Members must provide more than one AMC flight schedule date for pet travel. If AMC is not available during the travel performance period, pet and passenger will be booked via commercial air

I have been informed that shipment of pets with a combined weight pet plus cage of 151 lbs. is not authorized by AMC. I have been further advised that all costs incurred for the shipment of pets are to be borne by me.

Passenger's Signature _____

CHAPTER 7

PART Q: TRAVEL OF ESCORTS AND ATTENDANTS OF DEPENDENTS

U7550 DEFINITIONS OF TERMS USED IN THIS PART

A. Escort. A member, employee, or other person who, in accordance with a travel order/authorization, accompanies a dependent between authorized locations, when competent authority has authorized the dependent□s travel, and the dependent is incapable of traveling alone. The member□s commanding officer or the AO may appoint an escort.

B. Attendant. A member, employee, or other person who, in accordance with a travel order/authorization, accompanies a dependent authorized to travel to or from a medical facility for required medical attention that is not available locally. An □attendant□ takes care of and waits upon the dependent patient in response to the patient□s needs. An attendant□s duties may include traveling with the patient and attending to the patient□s needs at the destination medical facility. A competent medical authority appoints an attendant.

*U7551 GENERAL

This Part prescribes the travel and transportation allowances payable for escorts or attendants for dependents. This travel may be authorized under the following circumstances, for:

1. A member, employee, or other person to escort a dependent(s) within the 1-year period after the member dies, is declared missing, is injured (see par. U5241) or is otherwise unable to accompany the dependent;

2. Member(s), employee(s), or other person(s) to travel as attendant(s) or escort(s) for dependent(s) accompanying a member stationed OCONUS, when the authorized transportation is to/from a medical facility for required medical attention which is not available locally (see par. U5240-C) and the dependent(s) cannot travel alone;

3. A sole-parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) not permitted by the Service concerned to travel concurrently with the member (or both members in the case of a member/member married couple) to the new PDS. In this case, round trip travel and transportation is authorized for the member to return for the dependent(s) after dependent travel to the new PDS is authorized. Government transportation must be used on a space-required basis as the directed mode when available. If not available, allowances are as in par. U7552; ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

4. A sole-parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) authorized transportation under the unusual or emergency circumstances in pars. U5240 and U5900. Round trip travel and transportation is authorized for the member between the OCONUS PDS and the dependent□s destination. Government transportation must be used on a space-required basis as the directed mode when available. If not available, allowances are as in par. U7552; ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

5. Member(s), employee(s), or other person(s) to escort dependent(s) authorized transportation from the member's PDS incident to an evacuation under par. U6004-B or U6004-G (OCONUS) or U6053-B (CONUS), and who is later authorized return transportation to the member's PDS under par. U6004-I (OCONUS) or U6053-H (CONUS). For escort travel allowances in connection with dependent evacuation travel, see par. U6004-H (OCONUS) or U6053-G (CONUS);

http://dodtravelregs.hqda.pentagon.mil/propub/DocView/200702ifr/Chapter%207%20-%20... 2/5/2007

6. Member(s) to accompany dependent(s) as attendant(s) or escort(s) when the dependent(s), requiring escort(s) or attendants(s) to travel, transfers in a patient status in CONUS from one medical facility to another medical facility and return for required medical treatment not available locally (see par. U7961 in regard to travel for specialty care for TRICARE Prime patients); or

7. A member, employee, or other person to authorized to accompany dependent(s), authorized transportation to attend a member□s burial ceremony (see par. U5242) as an escort or attendant.

Escort or attendant travel is authorized only when the AO determines that dependent travel is necessary and that dependents are incapable of traveling alone because of age, physical or mental incapacity, or other extraordinary circumstances. ***A travel order/authorization for escort or attendant travel must cite this paragraph as authority.*** For travel of attendants or escorts of members, see Part I.

U7552 MEMBERS AS ESCORTS OR ATTENDANTS OF DEPENDENTS

A member escort or attendant under this Part is authorized TDY travel and transportation allowances.

U7553 CIVILIAN EMPLOYEES AS ESCORTS OR ATTENDANTS OF DEPENDENTS

A U.S. Government civilian employee attendant or escort, traveling under par. U7551-1, U7551-2, U7551-5, U7551-7, or U7551-8, is authorized the allowances in TDY regulations issued by the employee's agency or department. Allowances for DoD civilian employee attendants or escorts under par. U7551-1, U7551-2, U7551-5, U7551-7, or U7551-8 are in the Joint Travel Regulations, Volume 2, par. C6150 or C6151.

U7554 OTHER PERSONS AS ESCORTS OR ATTENDANTS OF DEPENDENTS

A person other than a member or U.S. Government civilian employee, designated to travel as an escort or attendant for dependents, should be issued an ITA or be included in the same travel authorization (identified as an escort or attendant) issued to the dependent. This individual is authorized the same transportation and travel allowances as a civilian employee.

U7555 ADVANCE OF FUNDS FOR ESCORTS AND ATTENDANTS FOR DEPENDENTS

The travel and transportation allowances authorized for an escort and attendant for a dependent may be paid in advance.

VPC

Atlanta, GA VPC 2579 Campbell Blvd. Ellenwood, GA 30294	**Tel#** 404 363 4449/3753 **Fax#** 404 363 1858 **800#** 800 965 9155
Baltimore, MD VPC 2501 Broening Highway Baltimore, MD 21224	**Tel#** 410 631 5751 **Fax#** 410 631 5756 **800#** 800 631 5751
Charleston, SC VPC 1599 Oceanic Street Charleston, SC 29405	**Tel#** 843 805 6667 Fax# 843 805 6671 **800#** 800 747 9223
Dallas, TX VPC 500 North Stemmons Freeway Lake Dallas, TX 75065	**Tel#** 940 497 1036 **Fax#** 940 497 1076 **866#** 866 438 2046
Los Angles, CA VPC 23803 S. Wilmington Ave. Carson, CA 90745	**Tel#** 310 513 8619/0934 **Fax#** 310 549 7438 **800#** 800 887 3344
Metro NY/NJ VPC 301 Supor Blvd Harrison, NJ 07029	**Tel#** 973 485 8164 **Fax#** 973 485 6925 **800#** 877 269 3702 ("877" is toll-free)
New Orleans, LA VPC 5481 Crowder Blvd New Orleans, LA 70127	**Tel#** 504 246 2102/0770 **Fax#** 504 246 2111 **800#** 800 721 9632
Norfolk, VA VPC 3015 Airline Blvd. Portsmouth, VA 23701	**Tel#** 757 465 4127 **Fax#** 757 465 3970 **800#** 800 810 7480
Oakland, CA VPC **(Transfers to new location on 20 Jul 03)** 1301 Canal Street Richmond, CA 94804 **(Begins Service 20 Jul 03)** 1200 Wright Ave Richmond, CA 94804	**Tel#** 510 231 6831 **Fax#** 510 237 4046 **800#** 800 704 2444 **ALL PHONE/FAX AND 800 NUMBERS REMAIN THE SAME**
Orlando, FL VPC 1934 McCoy Road Orlando, FL 32822 **(Updated 4/05/01)**	**Tel#** 407 854 8771/8772 **Fax#** 407 854 8774 **800#** 800 758 5998
Seattle, WA VPC 2302 Ross Way Tacoma, WA 98421	**Tel#** 253 272 1712 (TACOMA) 253 735 6405 (SEATTLE) **Fax#** 253 272 2375 **800#** 800 597 1833
St. Louis, MO VPC 4236 Crescent Drive Pontoon Beach, IL 62040	**Tel #** 618 931 2888 **Fax#** 618 931 2892 **800#** 800 275 3706